

DEACON FORMATION FIELD EDUCATION
SUPERVISED FIELD EXPERIENCE LEARNING AGREEMENT & EVALUATIONS
INSTRUCTIONS

Learning Agreement Guidance

Hours – total # (briefly breakdown the hours in the Objective as indicated below)

Learning Objective

1. 1-2 short statements of **WHAT** you plan to do, generally describing the assignment
 - a. name of ministry or program, particular activity
 - b. categories covered
 - i. Area of Ministry (Charity / Word / Sacrament)
 - ii. Scope/Location (Parish / Deanery / Diocese / Community)
 - iii. Level of Involvement (Observe / Participate / Lead / Initiate New)
 - c. # of contacts, # hours each & time period

Suggested format of statements:

“This experience in [name of ministry/program], will be ministry in [Area of Ministry], in the [Scope/Location], to [Level of Involvement] by [name the activity]. This will involve [# times, # hours each, time period].”

2. 2-3 concise statements of how this experience will address aspects of your personal development plan (**WHY** you plan to do this – MOST IMPORTANT)
 - a. expand a past area in a new way, or develop a new area of ministry
 - b. why you are personally drawn or called to this ministry

Suggested format of statements:

“I have a personal goal to [name it]. This experience is intended to develop my ministry of [name of area] by [this specific field activity] to [behavior/skill to develop]. At the end of this assignment, I will be able to [specific way of using this behavior/skill].”

Note: please do not refer to “the poor”, “the hungry”, “the old” – they are all people – “people who are poor”, “people who are hungry”, “people who are seniors”, etc.

3. Keep all this brief, don’t explain HOW you’ll do this – you’ll get asked if more info is needed. Keep this to one page if at all possible. Don’t attach long detailed descriptions.
4. **PLEASE TYPE** all forms, not handwritten. If that’s not possible, please be sure to print legibly.

Putting all that together - EXAMPLE OF A COMPLETE LEARNING OBJECTIVE:

I have a personal goal to better relate to people with needs different from mine. This experience in a Food Pantry, will be ministry in Charity, in the Community, to participate by checking people in. This will involve working once a week for 2 hours each time over 12 weeks. This experience is intended to develop my ministry of charity by interacting with people experiencing hunger to understand their needs better. At the end of this assignment, I will be able to identify appropriate ministerial outreach for people who lack adequate food, and to help others understand these needs better.

Field Ed. (Supervisor) evaluations

- talk with your local supervisor periodically during the assignment about feedback
- after the assignment is completed, you meet with the local supervisor and the form is signed by both of you, send the evaluation to the Director of Field Education to review and sign for you to put in your binder.

DEACON FORMATION FIELD EDUCATION
SUPERVISED FIELD EXPERIENCE LEARNING AGREEMENT

Name _____ Year _____ Semester _____

At the beginning of the academic year each student confers with the director of field education and his local field supervisor in determining the experiences that would benefit him in his formation. In developing the learning agreement students should assess themselves in a number of ways. They should take an honest look at their previous experience, their current skills and abilities, and their need for further development. Objectives are predictive behavioral statements. The students' objectives should detail what they want to be able to do when they finish their field education experience. Objectives indicate what skills and behaviors students need to learn in order to achieve their goals. The learning agreement is to be turned in to the director of field education by the end of the academic semester.

Total number of hours _____ Log the hours spent during the assignment in the journal along with the location and activity

Ministry area (see Table): _____

Assignment description: _____

Agency or parish providing supervision: _____

Location: _____

Local supervisor: _____

E-mail: _____ Phone: _____

Start date: _____ End date: _____

Learning Objectives: _____

Acknowledgments:

Student: _____ Signature: _____ Date: _____

I have received a copy of the *Field Education Supervisor's Handbook* and agree to abide by its provisions.

Local Supervisor: _____ Signature: _____ Date: _____

Director of Field Education: _____ Date: _____